

# BVP Volunteer Opportunities

Join the BVP Program!

Call 818-238-5249 or BVP@Burbankca.gov



Station	Job Description	Days	Time commitment	Requirements
American Cancer Discovery Store Burbank or Toluca Lake location	<ol style="list-style-type: none"> <li>1. The American Cancer Discovery Store is an upscale thrift shop. All profits are donated to support life-saving research and free patient programs and services.</li> <li>2. Cashier position available Monday &amp; Sunday afternoons! Customer Service, sorting, pricing, cleaning, multitasking, tagging, sweeping, sewing, untangle jewelry, fold linens.</li> </ol>	M,T,W,TH,F	Must commit to volunteer at least 20 hours in total.	<p>Must be able to get along w/ others</p> <p>Responsible, 15+ yrs required</p> <p>Must be Burbank resident to volunteer for TL location</p> <p>Mature, capable of working independently</p> <p>willing to learn cash register</p>
Boy's and Girl's Club 2244 N Buena Vista St Burbank, CA 91504	<ol style="list-style-type: none"> <li>1. Supervise children</li> <li>2. Office assistance (File papers, stapling)</li> <li>3. Tutors needed: sign language, higher level math &amp; science</li> <li>4. Helping with set up &amp; cleanup of STEM activities, lots of interaction with kids</li> <li>5. Creative arts department: arts &amp; crafts, dance, acting, improv, and spring showcase.</li> </ol>	Mon – Fri	3 PM – 7 PM	<p><b>14+ YRS</b> requirement</p> <p><b>18+ YRS</b> - Background check</p>
Burbank Rehab Center 1041 S Main St Burbank, CA 91506	<ol style="list-style-type: none"> <li>1. Medical Records office; paperwork, filling – background check needed</li> <li>2. Kitchen assistance</li> <li>3. Outings/field trips – Volunteers needed to push wheel chairs/assist patients</li> <li>4.1 on 1 visits with patients; read &amp; chat with patients</li> <li>5. Place decorations around building</li> <li>6. Assist with games in the afternoons</li> <li>7. Painting nails</li> <li>8. <b>*Spanish speakers*</b> Translate and converse with Spanish speakers</li> <li>9. Happy hour – pass out refreshments to patients</li> </ol>	Mon-Sun 9am-6pm		<p>Age requirement: 16 yrs or good maturity level around adults.</p> <p>Minimum amount of hours to volunteer: 20 hrs</p> <p>*Volunteers will go through an orientation prior to starting</p>
Burbank Temporary Aid Center	<ol style="list-style-type: none"> <li>1. <b>Pantry Room</b> Receive donations, sort, keep inventory and fill monthly grocery orders for clients. During the morning shift, we also serve lunches to our homeless</li> <li>2. <b>Intake worker</b> -Interview clients and assess their needs -Help clients get the assistance they require -Document information into the computer</li> </ol>	Mon – Fri	<p>8:45 am – 12 pm or 1:30 – 5pm</p> <p>*must work at least one shift per week*</p>	<p>16+ years for Pantry room</p> <p>18+ years for Intake Worker</p> <p>-On-the-job training is provided for all volunteers</p>

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<b>Burbank Tournament of Roses</b> 123 West Olive Ave Burbank, CA 91502	1. Volunteer to <b>build and decorate the floats</b>  Weld, screen, carve, and decorate. Training and demonstrations available.	Wednesdays and Saturdays		<b>*MUST CALL FIRST*</b>  -Release Form needed
<b>City Clerk's Office</b> 275 East Olive Burbank, CA 91502	<b>1. Information Clerk</b> Assist the public at City Hall, answer phones, and other duties as assigned. Training provided.	Mon – Fri	8 am – 4 pm 30-35 hrs/week	Great internship opportunity Phone skills People skills Ability to work independently Communicate w/ public in English Live scan background check Front office appearance
<b>Cyber Café</b> 1301 West Olive Ave Burbank, CA 91506	1-on-1 tutoring for Adults 55+. Teach how to use iPhone, iPad, GPS, Computer programs. <b>12/1/16 No need at this time.</b>	Mon – Sun	1 hour sessions	Have a general understanding of how to use computer/devices/internet.
<b>Family Promise</b>	1. Supervise children and families, play games, crafts. 2. Answer phones, cover front desk, light admin work.	Varies	AM shift: 9am-1pm PM shift: 1pm-5pm	Background check for 18+
<b>Food Forward</b>	1. Saturday Farmer's Market Events Gather crates for merchants and prepare for donation pick up. 2. Backyard harvest picks – pick fruit from trees and prepare for donation	Flexible –see Food Forward website for available dates	Flexible – usually 2 hour shifts	14+ years
<b>Legacy Project</b> Adult 55+ interview project held at the Joslyn Adult Center	1. Editor – edit footage from interviews and burn onto DVD. 2. Production assistant: prepare room for interview to take place, take notes, create meaningful questions, help clean up room after, and follow up with written "Thank you" card to interviewee.	TBD – Interviews need to be scheduled	TBD – Interviews usually take about 2 hours	Maturity Patience Kindness Eye for detail
<b>Home Delivered Meals</b>	1. Deliver hot and cold meals to adults 55+ years who are home bound.	Available Mon-Fri	10 am – 1 pm (approx.)	Driver's license Background check Kindness
<b>Lead the Way</b>	150 hour summer internship – applications open April 2017. Perfect opportunity	2x per week for training	11 am – 1 pm	Application & interview Available for Juniors & Seniors in High school and college students

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<b>Library</b> Burbank Central, Buena Vista Northwest	1. Book review blog – submit book reviews for teen reading blog 2. Children’s Department Assistance 3. Author book signing events and book sales 4. Story time in children’s department	Varies depending on volunteer job	Varies depending on volunteer job	Must register with BVP If 18+ must complete background check
<b>Mary Stoica Café</b> Joslyn Adult Center 1301 West Olive Ave Burbank, CA 91506	1. Morning Pastry delivery	Monday	7am – 8 am	Driver’s License, early morning
	2. Set up café table, serve coffee & pastries to Joslyn participants, and clean up café table.	Monday	7am – 11 am	Background check to handle \$
	3. Wash and return pastry bins	Tues & Wed	Fit to your schedule – flexible mornings or afternoons	Must be able to drive for pastry bin return.
<b>Nutrition Department</b>	1. Kitchen assistance – prep hot meals for daily lunch	Available Mon-Fri	9:30 am – 12:30 pm	Training provided Basic knowledge of food safety
	2. Front desk receptionist	Tues-Thurs	Afternoons 2-4pm	Front desk appearance, organization skills, customer service.
	3. Set up for daily lunch at the Burbank McCambridge Center	Mon-Fri	8 – 9:30 am	Basic knowledge of food safety
<b>Project HOPE</b> “Helping Others Prosper Everyday”	1. Transportation – drive seniors to doctor’s appointments/errands 2. Marketing – go grocery shopping for a senior 3. Friendly visitation – create a bond and friendship with a senior, make periodic visits to catch up and see how they’re doing. 4. Telephone reassurance – make periodic phone calls to your partnered senior to check in on how things are going.	Will vary depending on volunteer job	Will vary depending on volunteer job	1. DMV driving record for drivers  Periodic trainings will be required before beginning program.  Volunteer must be personally matched with a Project HOPE participant.
<b>SWAT</b> “Someone with available time”	1. Sign up to receive periodic texts or email blasts about upcoming volunteer opportunities in Burbank community.	Will vary depending on event – week and weekends	Will vary depending on event – all information will be given via text/email	Maturity Responsibility Initiative Exceptional communication
<b>Ted Talk Program</b>	1. Research interesting Ted Talk videos from Ted.com. Put together a weekly program which will be shown for the older adult participants at the Joslyn Adult Center. 4-5 videos per week.	N/A	N/A	Can be done from the comfort of your own home!  Videos will be sent into BVP staff